

Benefits Open Enrollment 2006



Arkansas State Employees



Open Enrollment 2006

- Open Enrollment is only available thru the month of October. Benefits Specialist will have until November 16th.
- All Health Plan options will be reset to 'Option 1' during Open Enrollment. EBD will update the levels using the Health Risk Assessments interface.
- If the employee is not making changes to their current Benefit Plan, then the existing plan will carry forward into the new plan year.
- If the employee's Premium Plan amount increases, the system will automatically reflect the increase on the employee's Remuneration Statement.

Optional Life 2006

- **REMEMBER:** Make no entry for Optional Life until approval is received.
- For employees who are enrolled into a Pre-tax and Post-tax Optional Life Plan and voluntarily increase their coverage, refer to the tutorial for Employee Voluntary Increase of Optional Life Coverage Exceeding \$40,000 During Open Enrollment.

Spending Accounts 2006

- Flexible Spending Accounts are only valid per year and will end December 31st. The employee must be re-enrolled each year for this benefit.
- Spending Accounts should not be entered into the system before October 1st.
- Spending Account end date will be **12/22/2006**.
- Spending Accounts for the new year, 2007, will need to be enrolled during Open Offer. This will give an effective date of 01/01/07.

NOTE: These dates are very important because the system looks at the *Check date* instead of the *Payroll date*.

New Hire Enrollment

- New Hire must be enrolled within 30 days of employment.
- If a New Hire is enrolled in the month of October, then their benefit plan will carry over to the new plan year.

Drop Spouse Coverage

- Tier levels will be set back to 'Option 1' this year due to the numerous levels of coverage. EBD will update the levels using the Health Risk Assessments interface.

Ad Hoc Report 2006

- This report list active or inactive (LWOP) status employees enrolled in an Employee Optional Plan who have an increase in their cost for optional life in the new plan year due to their birth date.
- Each year, the dates will be set by AASIS. Dates are currently set for **11/20/05-11/18/06**.
- The variant is **ASC_NEWYROPTLF**.

New Hire – October 2006

Scenario

You just received a new hire's enrollment form during Open Enrollment. The new employee wants to enroll and include their dependents in their benefit plan. Enroll the employee according to the benefit options elected.

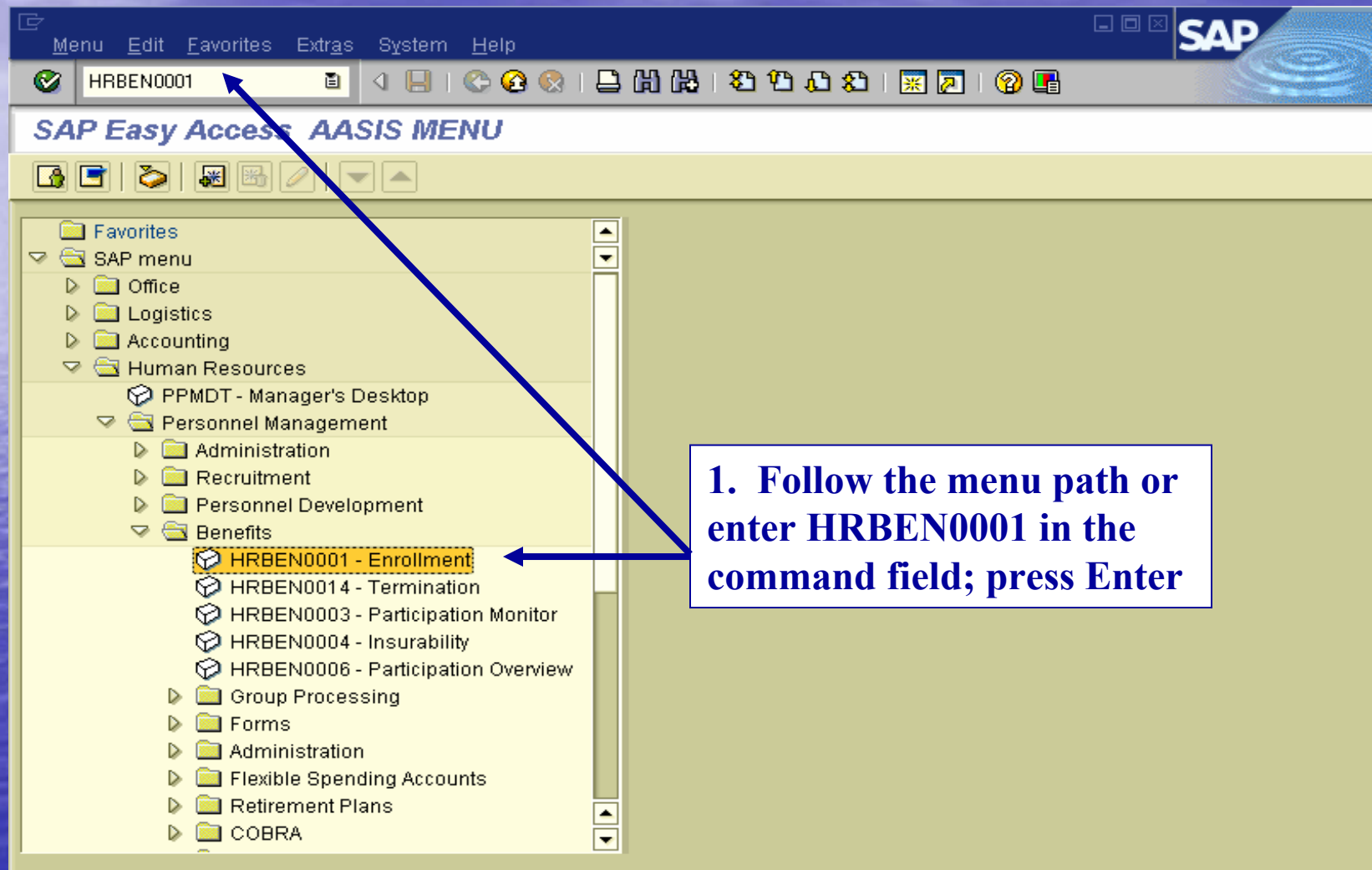
New Hire – October 2006

Create New Hire Benefits during Open Enrollment



Human Resources > Personnel Management >
Benefits > Enrollment (HRBEN0001)

New Hire during Open Enrollment



New Hire during Open Enrollment

The screenshot shows the SAP Enrollment interface. At the top is a menu bar with 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections. On the left, there is a 'Selection set' section with input fields for 'Personnel no.' and 'ID number'. Below these is a table with columns 'Pers.No.' and 'Name'. On the right, there is an 'Enroll' section with a 'Name' field and a date field set to '10/02/2006'. Below this is an 'Offer selection' section with buttons for 'Get offer' and 'Print form', and a 'Possible offers' table. At the bottom right, there is an 'Offer' section. Three blue arrows point to specific elements: one to the 'Enter' button in the top toolbar, one to the 'Personnel no.' input field, and one to the date field in the 'Enroll' section. A red-bordered box contains a note about changing the date.

Enrollment

3. Select Enter

2. Enter employee's personnel number

NOTE: Change date to the date of application

New Hire during Open Enrollment

The screenshot shows the SAP Enrollment interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The 'Enrollment' tab is active. On the left, under 'Direct selection', the 'Personnel no.' is 1000 and the 'ID number' is empty. Below this, a table lists personnel data:

Pers.No.	Name
1000	Katherine Chancellor

On the right, the 'Enroll' section shows the name 'Katherine Chancellor' and the date '10/04/2006'. Below this, the 'Offer selection' section contains a table of possible offers:

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
New Hire Enrollment	10/04/2006 - 11/03/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

A blue box with the text '4. Select 'New Hire Enrollment'' and an arrow points to the 'New Hire Enrollment' option in the table. The 'Offer' section at the bottom is currently empty.

New Hire during Open Enrollment

The screenshot shows the SAP Enrollment interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The 'Enrollment' tab is active. On the left, under 'Direct selection', the 'Personnel no.' is 1000. Below it, the 'ID number' field is empty. A 'Select' button is present. A list of personnel shows '1000 Katherine Chancellor' selected. On the right, the 'Enroll' section shows 'Name Katherine Chancellor' and 'on 10/04/2006'. Below this, the 'Offer selection' section has buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. A table of 'Possible offers' is displayed:

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
New Hire Enrollment	10/04/2006 - 11/03/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Below the offers table, the 'New Hire Enrollment' section has buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list'. A table of available health plans is shown:

	Status	Validity period	Activity
Medical			
Health Advantage HMO		10/04/2006 - 12/31/9999	
QualChoice HMO		10/04/2006 - 12/31/9999	
Nova Sys HMO		10/04/2006 - 12/31/9999	
Health Advantage POS		10/04/2006 - 12/31/9999	
QualChoice POS		10/04/2006 - 12/31/9999	
Nova Sys POS		10/04/2006 - 12/31/9999	

A blue callout box with the text '5. Select the Health Plan elected by the employee' has an arrow pointing to the 'Medical' section of the health plan table.

New Hire during Open Enrollment

Enrollment

Maintain Health Plan

Pers.No. 1000 Katherine Chancellor
Plan Health Advantage HMO
Start 10/04/2006 - 12/31/9999

☐ Stop participation in period

Option **Dependents**

Plan options

Health Plan Opt Standard HMO ASE1
Dependent Cover Emp + Child(ren) 1

Costs USD Monthly

Employee 169.50 ☒ Deductions Pre-
Employer 0.00

Accept X

Enrollment period

10/01/2006 - 10/31/2006
10/04/2006 - 11/03/2006
01/01/1800 - 12/31/9999

General Notice **Error list**

Undo selection **Error list**

Status	Validity period	Activity
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	

New Hire during Open Enrollment

8. Select the 'Options' tab

7. Place a check in the 'Select' box for dependents to be enrolled

Katherine Chancellor
Advantage HMO
10/04/2006 - 12/31/9999

☐ Stop participation in period

Option Dependents

Select.	Name	Type of dep./ben.
<input type="checkbox"/>	Phillip Chancellor	Spouse
<input type="checkbox"/>	Jill Chancellor	Child

Enrollment period

Enrollment period
10/01/2006 - 10/31/2006
10/04/2006 - 11/03/2006
01/01/1800 - 12/31/9999

Undo selection Error list

Status	Validity period	Activity
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	

Accept

New Hire during Open Enrollment

NOTE: The 'Health Plan Opt' will default to Option 1 - **DO NOT CHANGE!**
EBD will make all changes by way of an interface file after survey is completed.

9. Select the 'Dependent Coverage' that is appropriate to the employee's plan

10. Select to Accept

The screenshot shows the SAP Enrollment interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Enrollment' and has a date field set to '10/04/2006'. Below the date field are buttons for 'General Notice' and 'Error list'. The 'Enrollment period' is displayed as '10/01/2006 - 10/31/2006'. The 'Plan options' section is active, showing a list of options for 'Health Plan Opt' (Standard HMO ASE1) and 'Dependent Cover' (Emp + Child(ren) 1). A red arrow points from the 'NOTE' box to the 'Dependent Cover' dropdown. A blue arrow points from the '9. Select the 'Dependent Coverage'...' text to the 'Emp + Child(ren) 1' option. At the bottom left, a blue arrow points from the '10. Select to Accept' text to the 'Accept' button. The bottom right section shows a table with columns 'Status', 'Validity period', and 'Activity'. The table contains several rows with validity periods from 10/04/2006 to 12/31/9999.

Status	Validity period	Activity
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	
	10/04/2006 - 12/31/9999	

New Hire during Open Enrollment

The screenshot shows the SAP Enrollment system interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The main window is titled 'Enrollment' and has two tabs: 'Direct selection' and 'Selection set'. The 'Direct selection' tab is active, showing fields for 'Personnel no.' and 'ID number', and a 'Select' button. The 'Selection set' tab is also visible. The 'Enroll' section shows the name 'Katherine Chancellor' and the date '10/04/2006'. Below this, the 'Offer selection' section has buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. A table lists possible offers and their enrollment periods:

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
New Hire Enrollment	10/04/2006 - 11/03/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

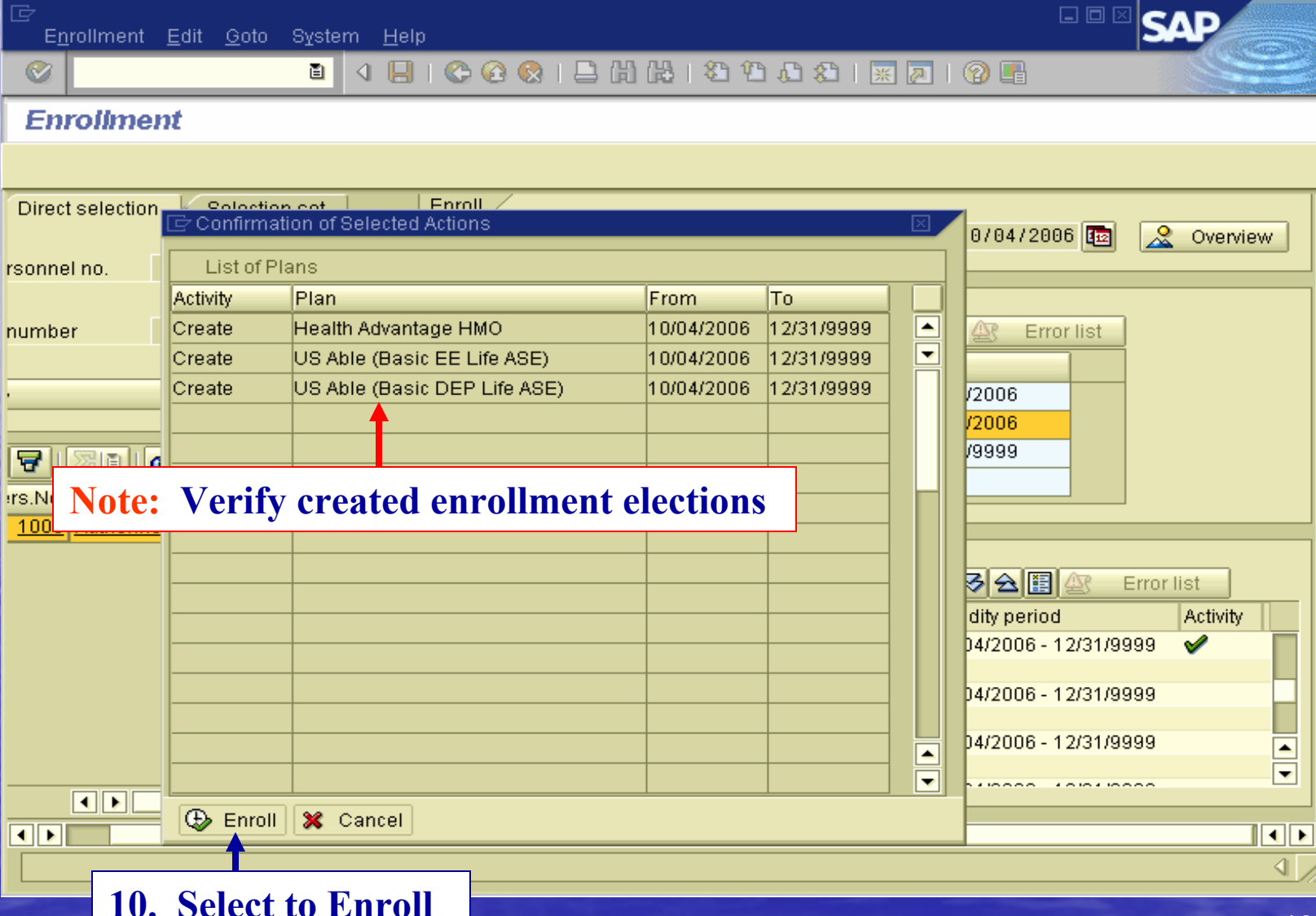
The 'New Hire Enrollment' row is highlighted. Below this, the 'New Hire Enrollment' section has buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list'. A table lists the selected offer and its status and validity period:

	Status	Validity period	Activity
Medical			
Health Advantage HMO		10/04/2006 - 12/31/9999	✓
QualChoice HMO		10/04/2006 - 12/31/9999	
Nova Sys HMO		10/04/2006 - 12/31/9999	
Health Advantage POS		10/04/2006 - 12/31/9999	
QualChoice POS		10/04/2006 - 12/31/9999	

An arrow points from the 'Enroll' button to the 'Enroll' option in the 'New Hire Enrollment' section.

11. Once all elections have been selected, select the 'Enroll' option to enroll

New Hire during Open Enrollment



The screenshot shows the SAP Enrollment Confirmation dialog box. The 'List of Plans' table contains the following data:

Activity	Plan	From	To
Create	Health Advantage HMO	10/04/2006	12/31/9999
Create	US Able (Basic EE Life ASE)	10/04/2006	12/31/9999
Create	US Able (Basic DEP Life ASE)	10/04/2006	12/31/9999

A red arrow points to the 'US Able (Basic EE Life ASE)' row. A blue arrow points to the 'Enroll' button at the bottom left of the dialog box.

Note: Verify created enrollment elections

10. Select to Enroll

New Hire during Open Enrollment

The screenshot shows the SAP Enrollment system interface. A dialog box titled "Enrollment" is displayed in the foreground, indicating that the enrollment has been completed successfully. The dialog box contains an information icon and the text "Enrollment completed successfully". Below the text, there are two buttons: "Continue" and "Confirmation".

The background interface shows the "Enrollment" screen for a new hire, Katherine Chancellor, on 10/04/2006. The "Offer selection" section displays a table with enrollment periods:

Enrollment period
10/01/2006 - 10/31/2006
10/04/2006 - 11/03/2006
01/01/1800 - 12/31/9999

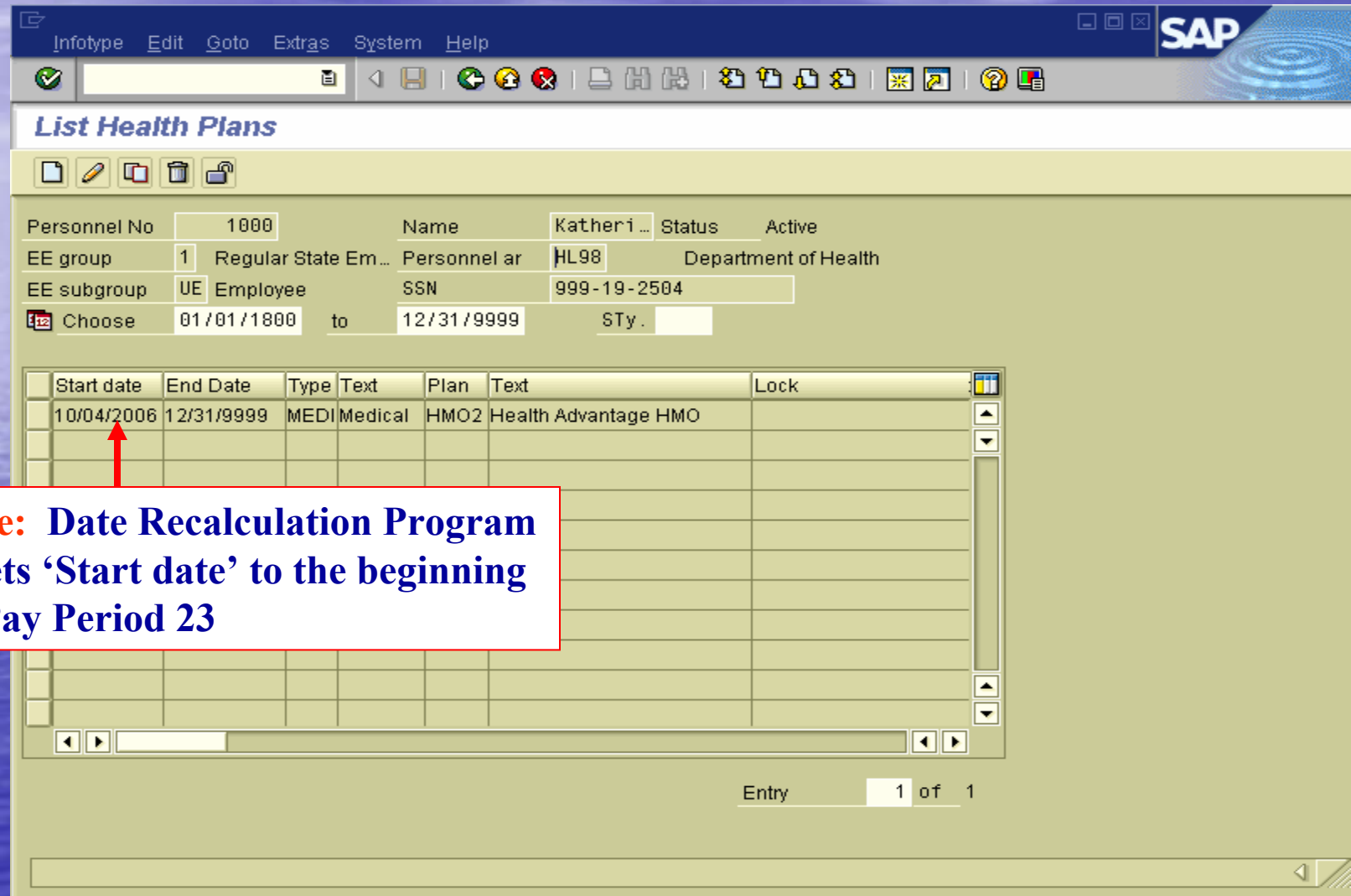
Below this, the "Costs" section displays a table with enrollment details:

Costs	Status	Validity period	Activity
DEP Life ASE)		10/04/2006 - 12/31/9999	✓
US Able (Opt DEP Life ASE)		10/04/2006 - 12/31/9999	
Optional Life		10/04/2006 - 12/31/9999	
Opt EE Life ASE 1X/2X		10/04/2006 - 12/31/9999	

At the bottom of the dialog box, there are two buttons: "Continue" and "Confirmation". Arrows point from the "Continue" and "Confirmation" buttons in the dialog box to the "Continue" and "Confirmation" buttons in the background interface, respectively.

**11. Select 'Confirmation' to print;
once printed select 'Continue'**

New Hire during Open Enrollment



The screenshot shows the SAP 'List Health Plans' interface. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

Personnel No	1000	Name	Katheri ...	Status	Active
EE group	1	Regular State Em...	Personnel ar	HL98	Department of Health
EE subgroup	UE	Employee	SSN	999-19-2504	
Choose	01/01/1800	to	12/31/9999	STy.	

Below the form is a table with the following columns: Start date, End Date, Type, Text, Plan, Text, and Lock. The first row of data is:

Start date	End Date	Type	Text	Plan	Text	Lock
10/04/2006	12/31/9999	MEDI	Medical	HMO2	Health Advantage HMO	

A red arrow points to the 'Start date' field in the first row of the table. At the bottom right of the screen, it says 'Entry 1 of 1'.

Note: Date Recalculation Program resets 'Start date' to the beginning of Pay Period 23

Change of Coverage during Open Enrollment

Scenario

You just received a change form from the new plan year for Open Enrollment. The employee is currently enrolled into Health Advantage HMO but wants to switch to QualChoice HMO. Enroll the employee according to the benefits options selected.

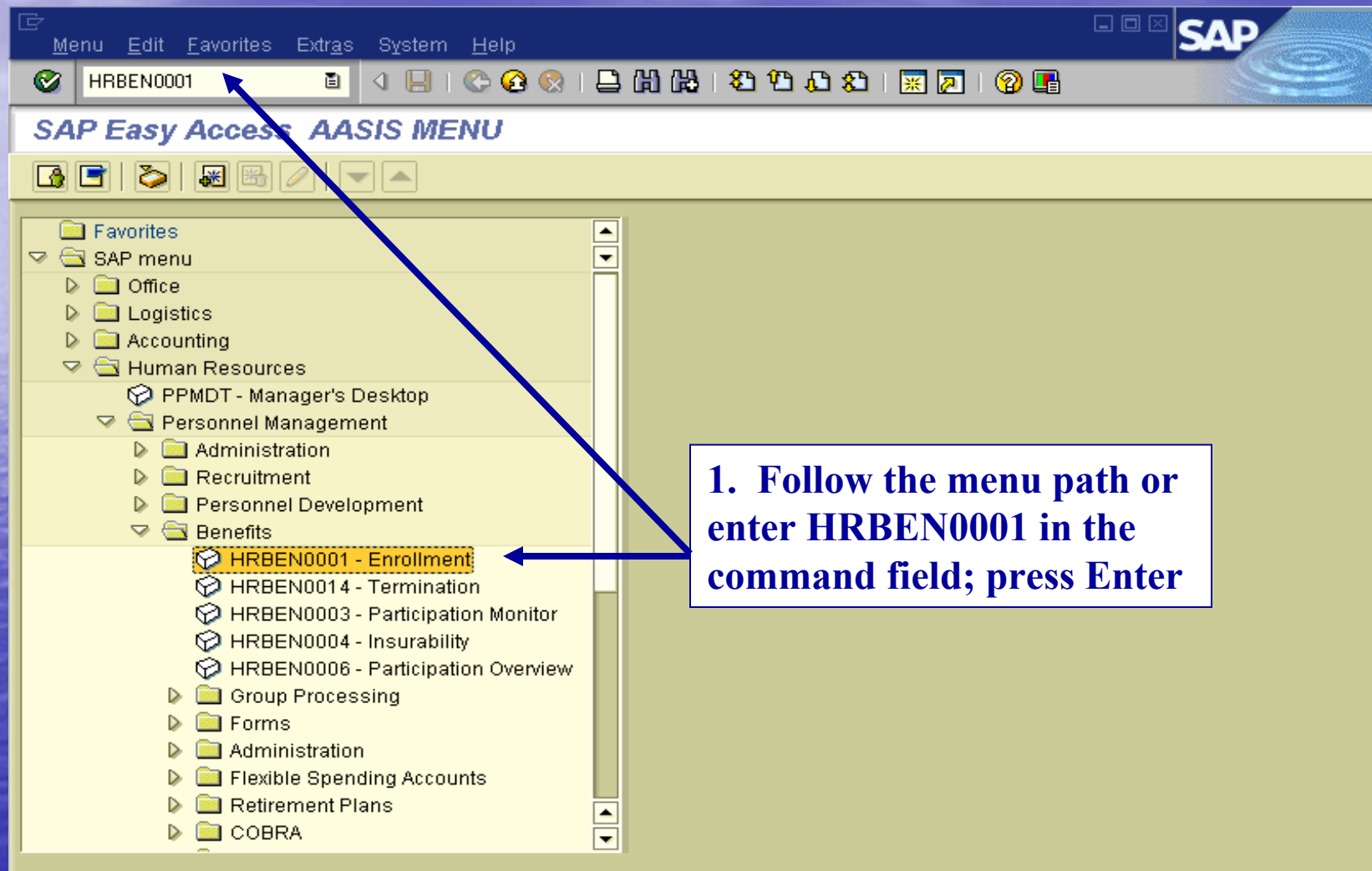
Change of Coverage during Open Enrollment

Change Employee Elections during Open Enrollment

Human Resources > Personnel Management >
Benefits > Enrollment (HRBEN0001)



Change Coverage - Open Enrollment



Change Coverage - Open Enrollment

The screenshot shows the SAP Enrollment transaction. The top bar includes the menu (Enrollment, Edit, Goto, System, Help) and the SAP logo. Below the menu is a toolbar with various icons. The main area is titled 'Enrollment' and contains several sections:

- Direct selection**: A tab with a text field for 'Personnel no.' containing '1140'. An arrow points from this field to a callout box.
- Enroll**: A section with 'Name' 'Andy Apple' and 'on' '10/01/2006'. An arrow points from the date field to a callout box.
- Offer selection**: A section with buttons 'Get offer', 'Print form', and 'General'. Below these is a table of possible offers.

Three callout boxes with blue borders and white text provide instructions:

- 2. Enter employee personnel number; press Enter**: Points to the 'Personnel no.' field.
- 3. Enter date of enrollment application**: Points to the date field in the 'Enroll' section.
- 4. Select 'Open Offer'**: Points to the 'Open offer' row in the 'Possible offers' table.

Possible offers	Enrollme
Open offer	10/01/20
Anytime changes	01/01/18
Automatic offer	

Change Coverage - Open Enrollment

The screenshot displays the SAP Enrollment system interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The main window is titled 'Enrollment' and features a 'Direct selection' tab. On the left, there are input fields for 'Personnel no.' (1140) and 'ID number', with a 'Select' button below them. A list of personnel shows '1140 Andy Apple' selected. The right side of the interface is divided into sections: 'Enroll' (showing Name: Andy Apple, on 10/01/2006), 'Offer selection' (with buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'), and 'Open offer' (with buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list'). The 'Offer selection' section contains a table with 'Possible offers' and 'Enrollment period'. The 'Open offer' section contains a table with 'Medical' options, 'Status', 'Validity period', and 'Activity'. A blue arrow points from the text box to the 'Health Advantage HMO' row in the 'Open offer' table. A red box with a blue arrow points to the 'Health Advantage HMO' row in the 'Open offer' table.

5. Select the employee's new option for health plan coverage

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Medical	Status	Validity period	Activity
Health Advantage HMO	●	01/01/2007 - 12/31/9999	
QualChoice HMO		01/01/2007 - 12/31/9999	
Nova Sys HMO		01/01/2007 - 12/31/9999	
Health Advantage HMO		01/01/2007 - 12/31/9999	
QualChoice PO		01/01/2007 - 12/31/9999	

NOTE: Employee is currently enrolled into Health Advantage HMO

Change Coverage - Open Enrollment

SAP

Enrollment Edit Goto System Help

Enrollment

Maintain Health Plan

Pers.No. 1140 Andy Apple

Plan QualChoice HMO

Start 01/01/2007 - 12/31/9999

☐ Stop participation in period

Option

Plan options

Health Plan Opt Standard HMO ASE 1

Dependent Cover Employee Only 1

Costs USD Monthly

Employee 86.22 ☒ Deductions Pre- 0.00

6. Select to accept new plan option

Accept

General Notice Error list

Enrollment period

10/01/2006 - 10/31/2006

01/01/1800 - 12/31/9999

Undo selection Error list

Status	Validity period	Activity
●	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	

Change Coverage - Open Enrollment

The screenshot displays the SAP Enrollment system interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The main window is titled 'Enrollment' and features a 'Direct selection' tab. On the left, a form for 'Personnel no.' (1140) and 'ID number' is shown, with a 'Select' button. Below this is a table listing personnel:

Pers.No.	Name
1140	Andy Apple

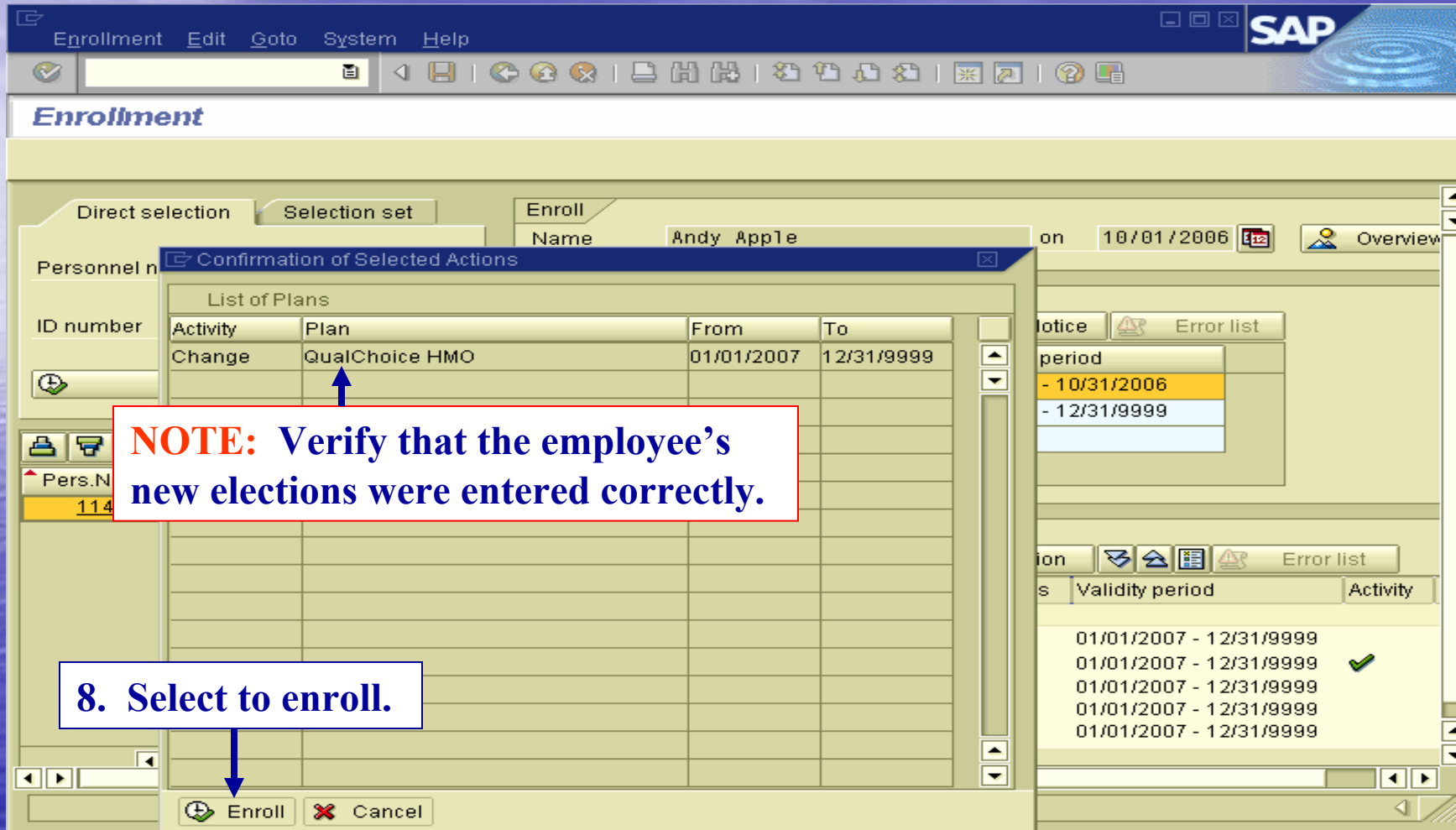
A blue callout box with the text '7. Select 'Enroll' to complete enrollment process' has an arrow pointing to the 'Enroll' button in the 'Open offer' section. The 'Enroll' button is located in the 'Open offer' section, which also includes 'Costs', 'Undo selection', and 'Error list' buttons. The 'Open offer' section displays a table of offers:

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Below the 'Open offer' section, there is a table showing the status and validity period of various offers:

Medical	Status	Validity period	Activity
Health Advantage HMO	●	01/01/2007 - 12/31/9999	
QualChoice HMO		01/01/2007 - 12/31/9999	✓
Nova Sys HMO		01/01/2007 - 12/31/9999	
Health Advantage POS		01/01/2007 - 12/31/9999	
QualChoice POS		01/01/2007 - 12/31/9999	

Change Coverage - Open Enrollment



The image shows the SAP Enrollment Confirmation dialog box. The main window is titled "Enrollment" and has a menu bar with "Enrollment", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The dialog box is titled "Confirmation of Selected Actions" and contains a table with the following data:

ID number	Activity	Plan	From	To
114	Change	QualChoice HMO	01/01/2007	12/31/9999

A red box with the text "NOTE: Verify that the employee's new elections were entered correctly." is overlaid on the table. A blue arrow points from the bottom of this box to the "Enroll" button at the bottom of the dialog box. Another blue arrow points from the "Enroll" button to the "Enroll" button at the bottom of the dialog box.

8. Select to enroll.

Enroll Cancel

Change Coverage - Open Enrollment

The screenshot shows the SAP Enrollment interface. A dialog box titled 'Enrollment' is open, displaying the message 'Enrollment completed successfully'. Below the message are two buttons: 'Continue' and 'Confirmation'. Arrows point from these buttons to a text box on the left. The background window shows the 'Enrollment' screen with fields for 'Personnel no.' (1140), 'Name' (Andy Apple), and 'on' (10/01/2006). A table titled 'Enrollment period' shows two rows: '10/01/2006 - 10/31/2006' and '01/01/1800 - 12/31/9999'. Below this, a table lists health plans with their status and validity periods.

Health Plan	Status	Validity period	Activity
Health Advantage HMO	●	01/01/2007 - 12/31/9999	
QualChoice HMO	●	01/01/2007 - 12/31/9999	✓
Nova Sys HMO	●	01/01/2007 - 12/31/9999	
Health Advantage POS	●	01/01/2007 - 12/31/9999	
QualChoice POS	●	01/01/2007 - 12/31/9999	

9. Select 'Confirmation' to print;
once printed select 'Continue'

REMEMBER: Date Recalculation Program resets 'Start date' to the beginning of Pay Period 25

Drop Spouse during Open Enrollment

Scenario

You just received supporting documents to remove a spouse from an employee's enrollment form for the upcoming plan year. Remove the employee's spouse from their current benefit elections during Open Enrollment.

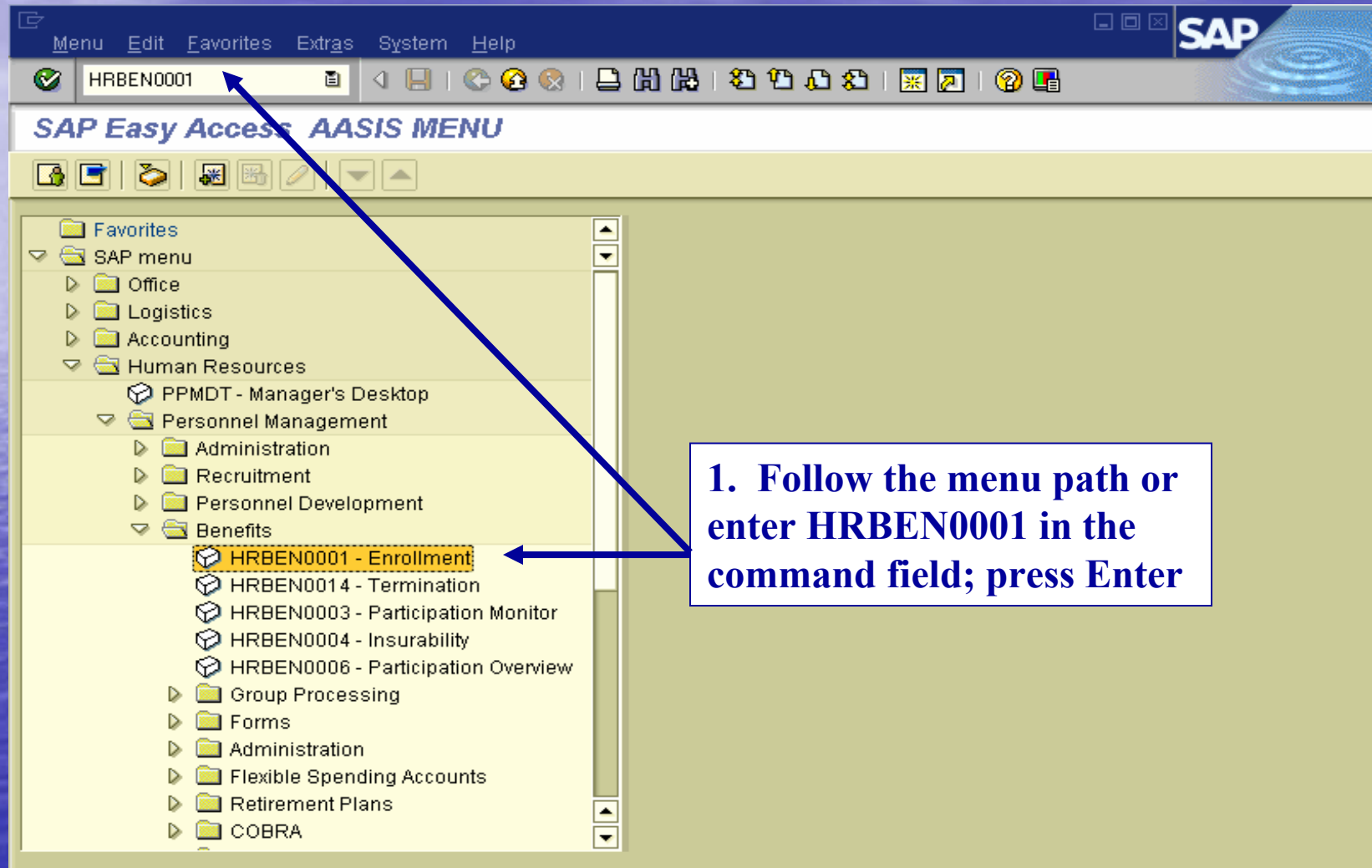
Drop Spouse during Open Enrollment



Dropping a Spouse for the new plan year
during Open Enrollment

Human Resources > Personnel Management > Benefits >
Enrollment (HRBEN0001)

Drop Spouse - Open Enrollment



Drop Spouse - Open Enrollment

The screenshot shows the SAP Enrollment system interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Enrollment' and has two tabs: 'Direct selection' and 'Selection set'. Under 'Direct selection', there is a 'Personnel no.' field with the value '1108' and an 'ID number' field. A callout box points to the 'Personnel no.' field with the text: '2. Enter employee personnel number; press Enter'. To the right, the 'Enroll' section shows 'Name' as 'Katie Lee' and 'on' as '10/01/2006'. A callout box points to the date field with the text: '3. Select to enter date of change'. Below this is the 'Offer selection' section with buttons for 'Get offer', 'Print form', and 'General Notice'. A table lists 'Possible offers' with columns for the offer name and 'Enrollment period'. The 'Open offer' is highlighted in yellow. A callout box points to the 'Open offer' with the text: '4. Select 'Open Offer''. The table also lists 'Anytime changes' and 'Automatic offer'.

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
Anytime changes	01/01/1800 - 12/31/2006
Automatic offer	

Drop Spouse - Open Enrollment

The screenshot displays the SAP Enrollment system interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Enrollment' and features a 'Direct selection' tab and a 'Selection set' tab. On the left, there are input fields for 'Personnel no.' and 'ID number', followed by a 'Select' button. Below these is a list of personnel with columns 'Pers.No.' and 'Name'. The entry '1108 Katie Lee' is highlighted. A blue callout box with the text '5. Select employee's current health plan coverage' has an arrow pointing to the 'Health Advantage HMO' option in the 'Open offer' section. The 'Enroll' section on the right shows the employee's name 'Katie Lee' and the enrollment date '10/01/2006'. Below this is the 'Offer selection' section with buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. It contains a table of possible offers with columns 'Possible offers' and 'Enrollment period'. The 'Open offer' section at the bottom has buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list', followed by a table of offers with columns 'Status', 'Validity period', and 'Activity'.

5. Select employee's current health plan coverage

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Medical	Status	Validity period	Activity
Health Advantage HMO	●	01/01/2007 - 12/31/9999	
QualChoice HMO		01/01/2007 - 12/31/9999	
Nova Sys HMO		01/01/2007 - 12/31/9999	
Health Advantage POS		01/01/2007 - 12/31/9999	
QualChoice POS		01/01/2007 - 12/31/9999	

Drop Spouse - Open Enrollment

Enrollment Edit Goto System Help

Enrollment

Maintain Health Plan

Pers.No. 1108 Katie Lee
Plan Health Advantage HMO
Start 01/01/2007 - 12/31/9999

☐ Stop participation in period

Option **Dependents**

Plan options
Health Plan Opt Standard HMO ASE1
Dependent Cover Emp + Spouse 1

Costs USD Monthly
Employee 318.20 ☒ Deductions Pre-
Employer 0.00

Accept

6. Select the 'Dependents' tab

on 10/01/2006 Overview

General Notice Error list

Enrollment period
10/01/2006 - 10/31/2006
01/01/1800 - 12/31/9999

Undo selection Error list

Status	Validity period	Activity
MO	01/01/2007 - 12/31/9999	
OS	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	

Drop Spouse - Open Enrollment

The screenshot shows the SAP Enrollment system interface. The main window is titled "Enrollment" and contains a "Maintain Health Plan" sub-window. The sub-window displays the following information:

- Pers.No. 1108 Katie Lee
- Plan Health Advantage HMO
- Start 01

Below this information, there are two tabs: "Option" and "Dependents". The "Option" tab is selected, and a blue arrow points to it with the text "8. Reselect the 'Options' tab".

Under the "Option" tab, there is a table with the following columns: "Select.", "Name", and "Type of dep./ben.". The table contains one row:

Select.	Name	Type of dep./ben.
<input checked="" type="checkbox"/>	Boisy Lee	Spouse

A blue arrow points to the checkmark in the "Select." column, with the text "7. Remove the checkmark in order to remove the spouse from coverage".

At the bottom of the sub-window, there are two buttons: "Accept" and "X".

In the background, there is another window showing the "Enrollment period" table:

Enrollment period
10/01/2006 - 10/31/2006
01/01/1800 - 12/31/9999

Below this, there is a table with the following columns: "Status", "Validity period", and "Activity". The table contains several rows of data, including a row with a green circle in the "Status" column and a validity period of "01/01/2007 - 12/31/9999".

Drop Spouse - Open Enrollment

SAP

Enrollment Edit Goto System Help

Enrollment

Maintain Health Plan

Pers.No. 1108 Katie Lee on 10/01/2006 Overview

Plan Health Advantage HMO

Start 01/01/2007 - 12/31/2006

☐ Stop participation in period

Option Dependents

Plan options

Health Plan Opt	Standard HMO ASE1
Dependent Cover	Employee Only 1
	Emp + Child(ren) 1
	Employee Only 1
	Emp + Family 1
	Emp + Spouse 1

Costs USD Monthly

Employee	
Employer	0.00

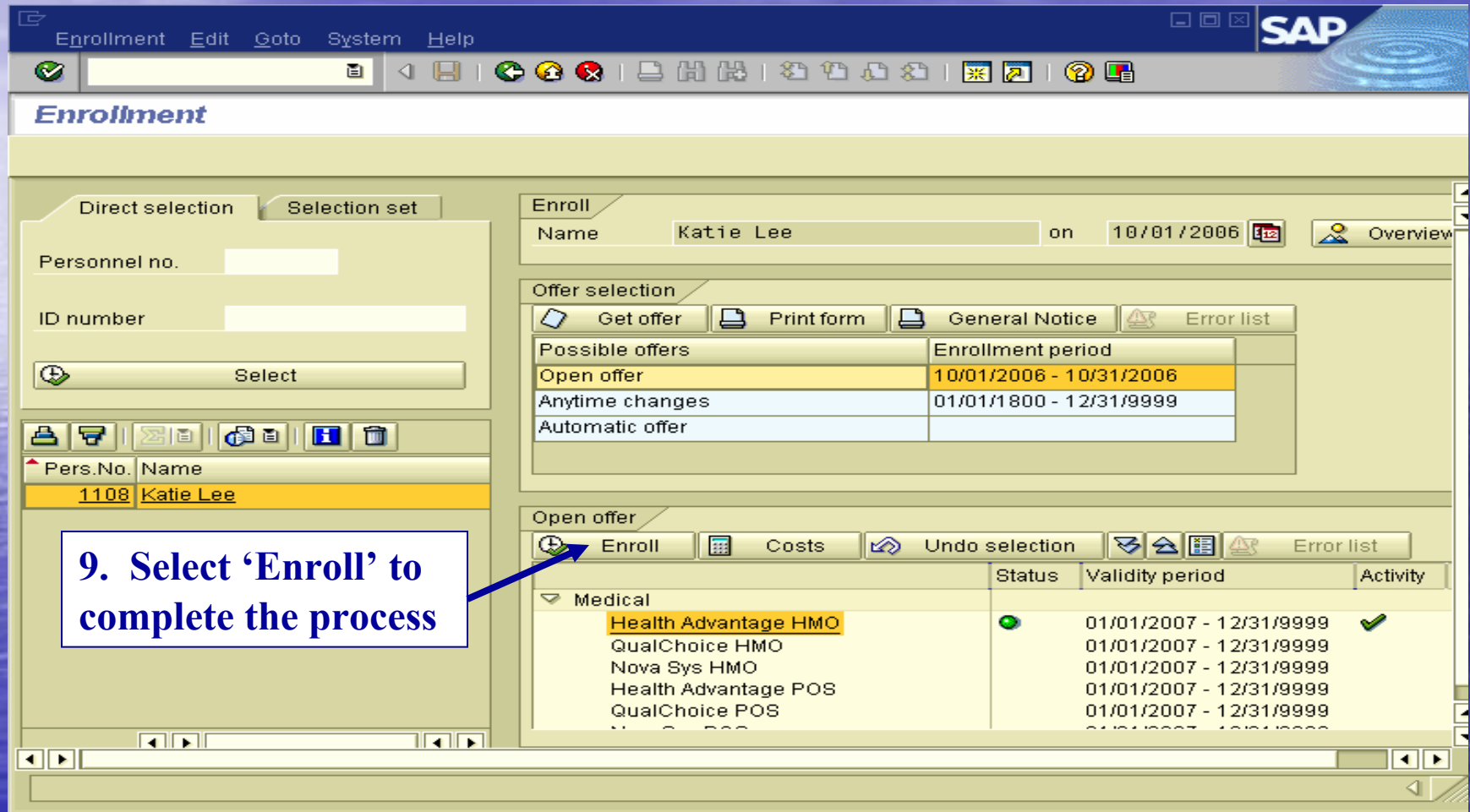
***NOTE: 'Health Plan Option' tier level should be reset to Option 1**

8. Change the 'Dependent Cover' to reflect the appropriate employee coverage

MO 01/01/2007 - 12/31/9999
OS 01/01/2007 - 12/31/9999
01/01/2007 - 12/31/9999
01/01/2007 - 12/31/9999
01/01/2007 - 12/31/9999

Accept

Drop Spouse - Open Enrollment



The screenshot shows the SAP Enrollment System interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Enrollment' and contains several sections:

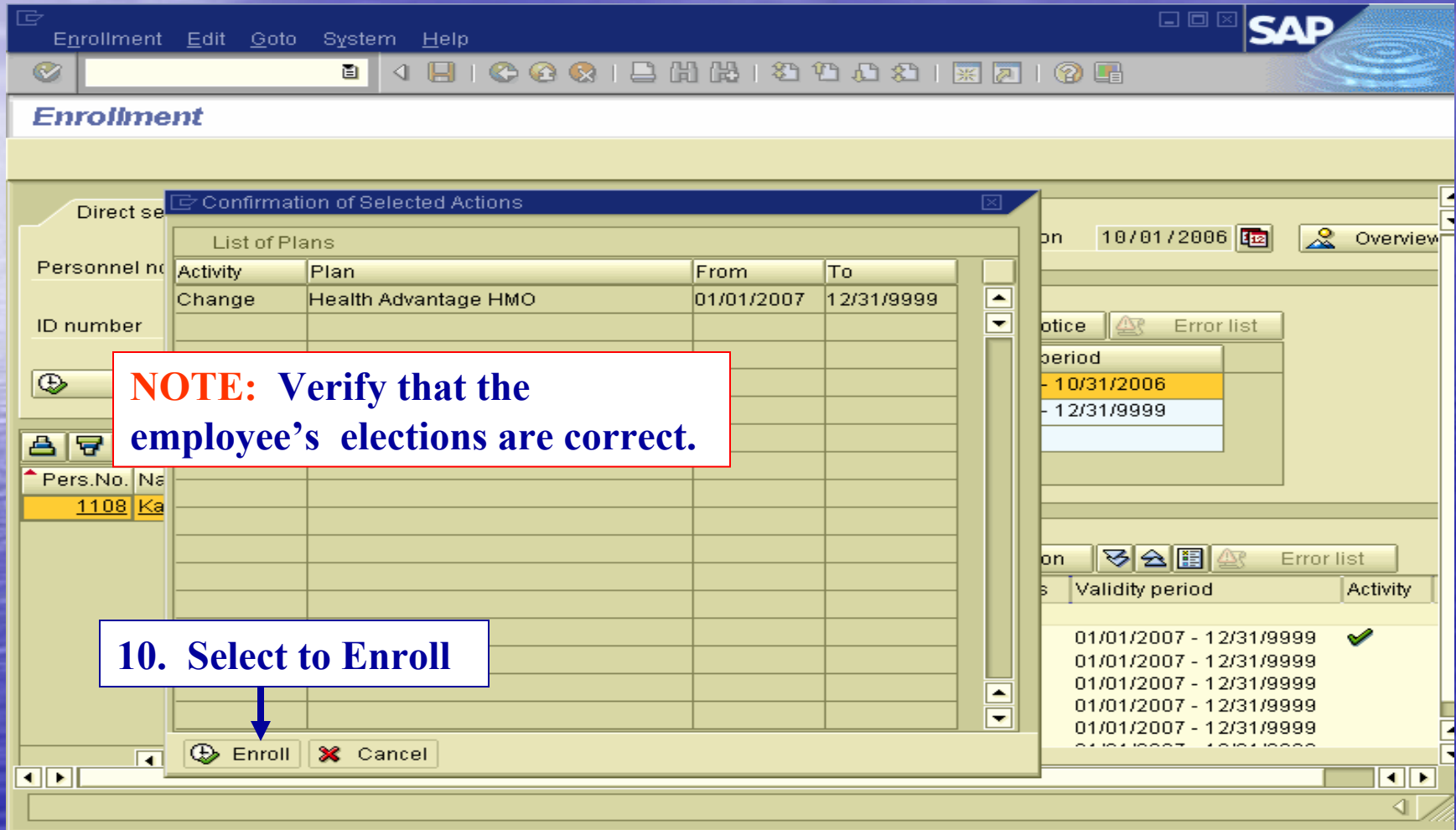
- Direct selection / Selection set:** Fields for 'Personnel no.' and 'ID number', and a 'Select' button.
- Enroll:** A section for enrolling a person, showing 'Name' as 'Katie Lee' and 'on' as '10/01/2006'. It includes an 'Overview' button.
- Offer selection:** A section with buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. It contains a table of possible offers.
- Open offer:** A section with buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error list'. It contains a table of open offers.

A blue box with the text '9. Select 'Enroll' to complete the process' has an arrow pointing to the 'Enroll' button in the 'Open offer' section.

Possible offers	Enrollment period
Open offer	10/01/2006 - 10/31/2006
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Open offer	Status	Validity period	Activity
Medical			
Health Advantage HMO	●	01/01/2007 - 12/31/9999	✓
QualChoice HMO		01/01/2007 - 12/31/9999	
Nova Sys HMO		01/01/2007 - 12/31/9999	
Health Advantage POS		01/01/2007 - 12/31/9999	
QualChoice POS		01/01/2007 - 12/31/9999	

Drop Spouse - Open Enrollment



The screenshot shows the SAP Enrollment Confirmation dialog box. The main window is titled "Enrollment" and has a menu bar with "Enrollment", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The dialog box is titled "Confirmation of Selected Actions" and contains a table with the following data:

Activity	Plan	From	To
Change	Health Advantage HMO	01/01/2007	12/31/9999

Below the table is a section for "Direct selection" with a "Personnel number" field containing "1108" and a "Name" field containing "Ka". To the right of the dialog box, there is a section for "Validity period" with a table showing the period "01/01/2007 - 12/31/9999" and a green checkmark in the "Activity" column.

NOTE: Verify that the employee's elections are correct.

10. Select to Enroll

Enroll Cancel

Drop Spouse - Open Enrollment

Enrollment

Enroll
Name: Katie Lee on 10/01/2006

Offer selection

Enrollment period

10/01/2006 - 10/31/2006
01/01/1800 - 12/31/9999

Enrollment completed successfully

Continue Confirmation

Costs Undo selection Error list

Status	Validity period	Activity
●	01/01/2007 - 12/31/9999	✓
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	
	01/01/2007 - 12/31/9999	

Health Advantage HMO
QualChoice HMO
va Sys HMO
Health Advantage POS
alChoice POS

11. Select 'Confirmation' to print;
once printed select 'Continue'

REMEMBER: Date Recalculation
Program resets 'Start date' to the
beginning of Pay Period 25

Ad Hoc Report

Open Enrollment

This report was specifically developed to list the names of employees, (*active or inactive (LWOP) status*), enrolled in an Employee Optional Life Plan who will have an increase in their cost for the new plan year due to their birth date.

Ad Hoc Report Open Enrollment

InfoSet Query: Benefits Administration Ad
Hoc Report

Transaction Code: PAAH

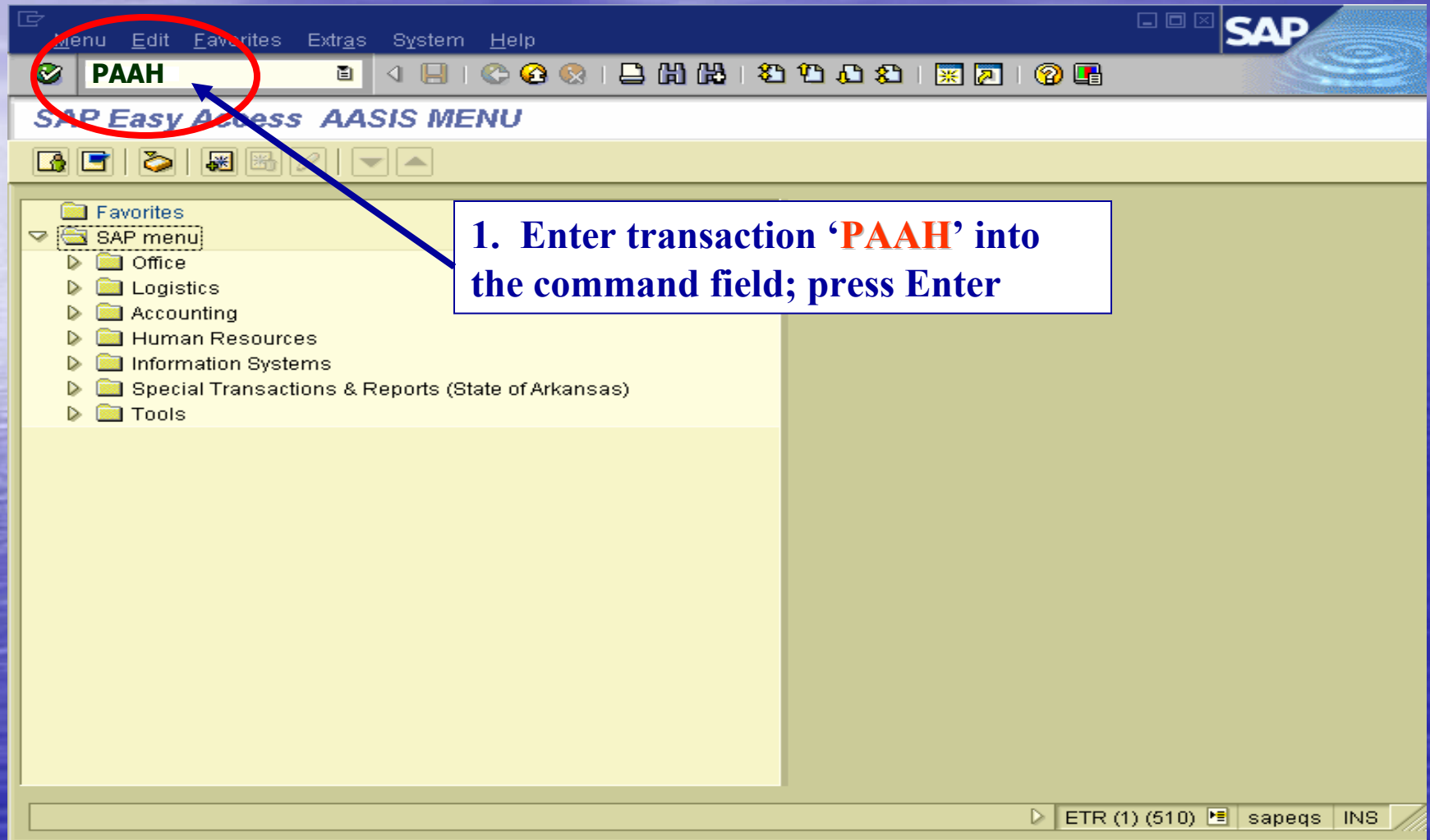
InfoSet: ZHRQUERY_HRBEN10

User Group: HR Benefits (/SAPQUERY/H1)

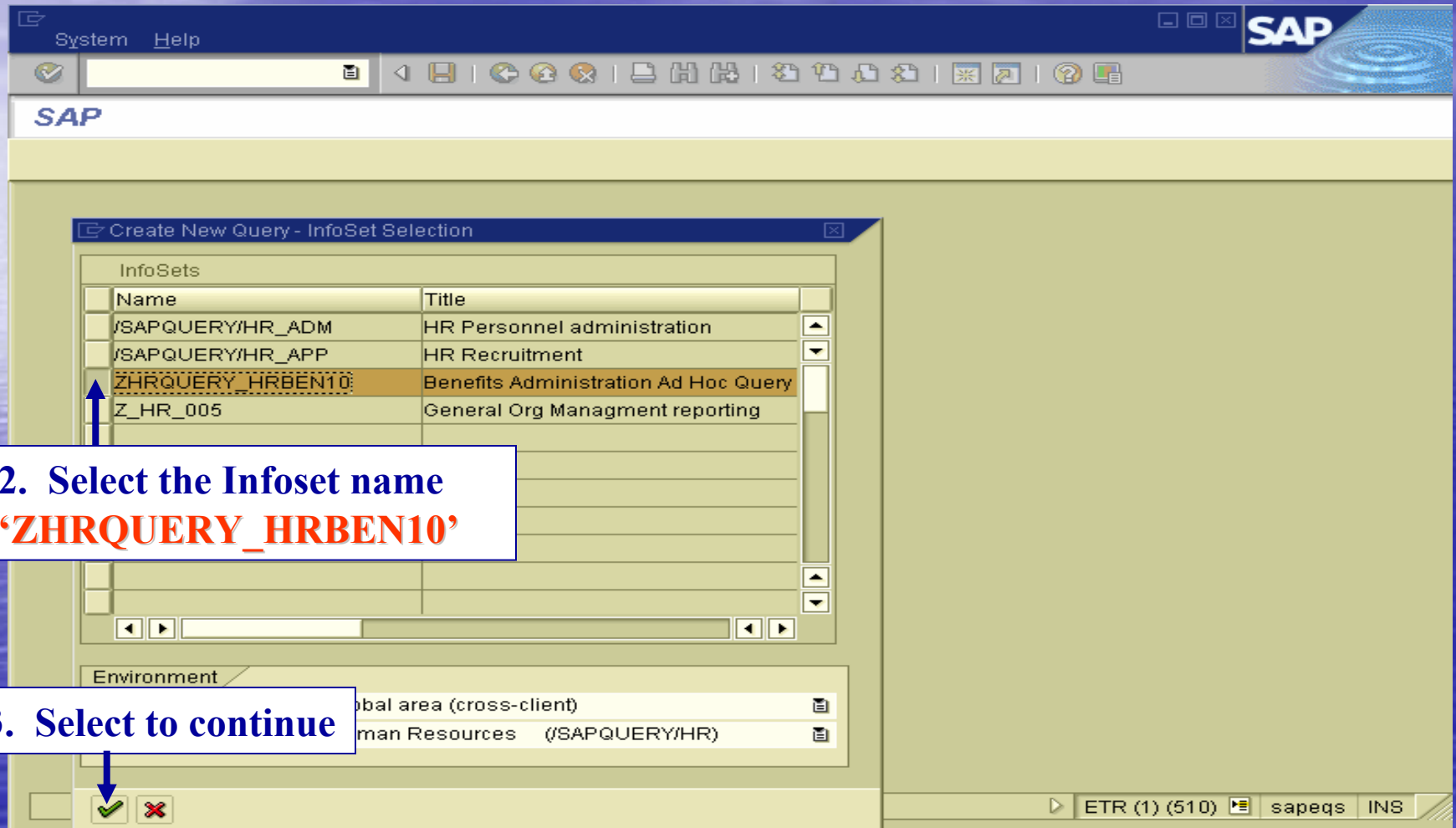
Variant: ASC_NEWYROPTLF

Current dates: 11/20/2005 -11/18/2006

Ad Hoc Report



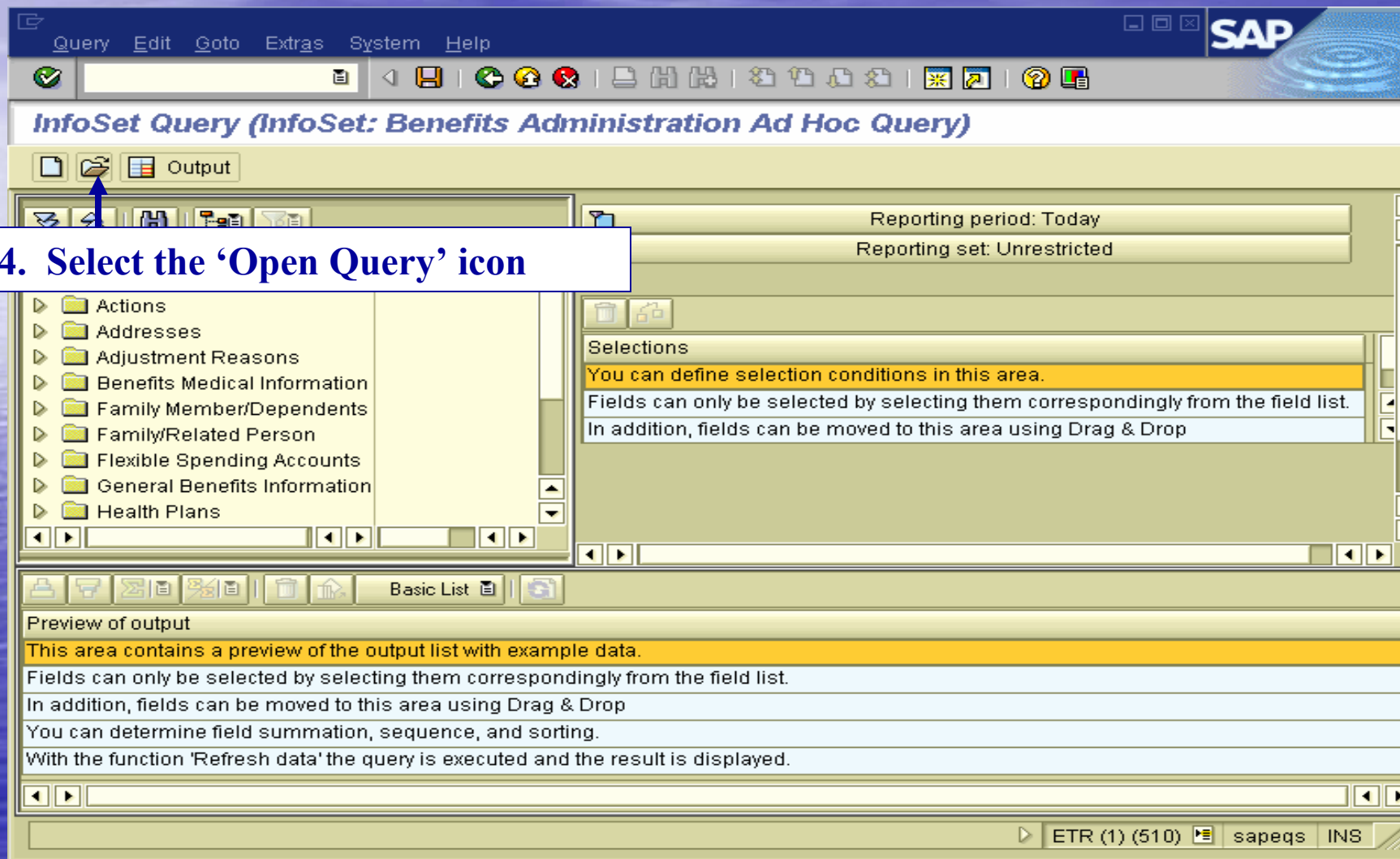
Ad Hoc Report



2. Select the InfoSet name
'ZHRQUERY_HRBEN10'

3. Select to continue

Ad Hoc Report



Ad Hoc Report

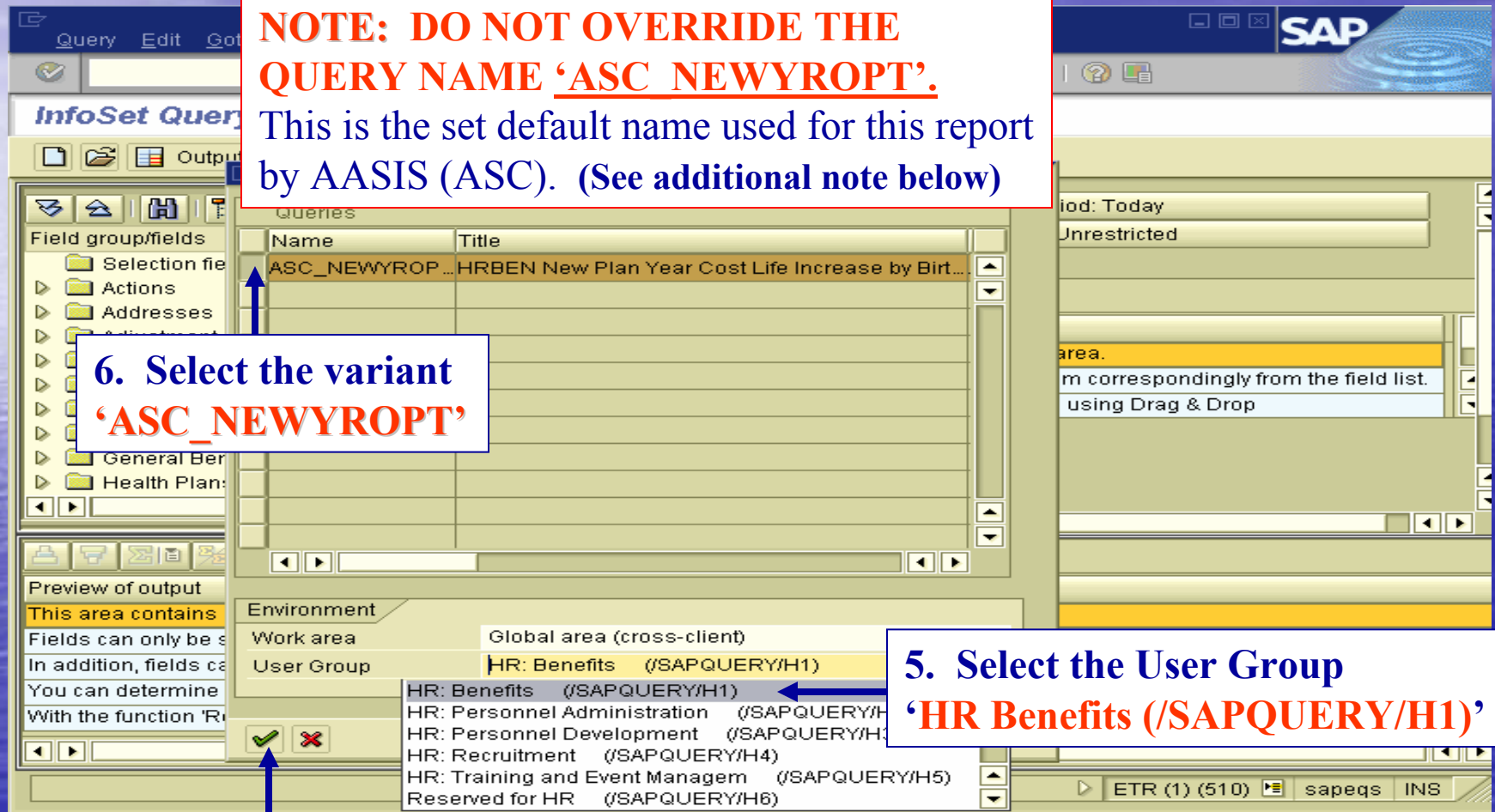
NOTE: DO NOT OVERRIDE THE QUERY NAME 'ASC_NEWYROPT'.

This is the set default name used for this report by AASIS (ASC). (See additional note below)

6. Select the variant 'ASC_NEWYROPT'

5. Select the User Group 'HR Benefits (/SAPQUERY/H1)'

7. Select to continue



Ad Hoc Report

InfoSet Query (Query: HRBEN New Plan Year Cost Life Increase by Birthd

Reporting period: 11/20/2005 To 11/18/2006
Reporting set: Unrestricted

9. Select Output

	Selection	Output
1		
2		

Actions:

- Action Type
- Employment Status
- End Date
- Personnel Number
- Reason for Action
- Start Date
- Addresses
- Adjustment Reasons
- Benefits Medical Information

Field name | Option | Value

Employment Status	+	0
Benefit plan type	=	OLIF
Business Area		

8. Enter your Business Area number

Pers.No.	First name	Last name	Birth date	EE Costs	Benefit
00000012	First name13	Last name15	02/12/2006	3.00	AD&D
00000015	First name9	Last name14	05/01/2006	5.00	Accident-1
00000013	First name7	Last name5	03/01/2006	7.00	403(b)
00000009	First name15	Last name7	05/16/2006	8.00	Accident-1
00000010	First name10	Last name7	05/01/2006	10.00	Accident-1

ETR (1) (510) sapeqs INS

Ad Hoc Report

SAP

List Edit Goto Views Settings System Help

HRBEN New Plan Year Cost Life Increase by Birthdate

HRBEN New Plan Year Cost Life Increase by Birthdate

Pers.No.	First name	Last name	Birth date	EE Costs	Benefit plan type	Benefit Insurance Option	Start date	End Date	BusA	Employment Status
00000001	Fred	Smith	04/25/1963	0.00			00/00/0000	00/00/0000	0610	Active
00000003	Wanda	Ziemski	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000004	Robin	Smith	07/02/1959	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000005	Wanda	Young	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000006	Lois	Moulder	01/28/1958	0.00	Basic Life	Basic EE Life Coverage	06/19/2005	12/31/9999	0610	Active
00000007	Vickie	Wyatt	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000008	Robert	Skinner	04/28/1981	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000012	Terri	Wilkerson	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000013	Harriet	Hendrix	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000014	Lloyd	Aker	02/04/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000015	Teresa	Whitaker	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000016	Gwin	Henderson	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000017	Ricky	Sims	01/02/1956	0.00			00/00/0000	00/00/0000	0610	Withdrawn
00000018	Susan	Wainwright	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000019	Gordon	Hays	05/24/1955	0.00			00/00/0000	00/00/0000	0610	Active
00000020	Susan	Vollman	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000021	Susan	Vinson	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000022	Glenda	Hayes	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000023	Lisa	Moran	05/05/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000024	Shirley	Venable	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000025	Scott	Tyler	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000026	Randall	Sheppard	02/02/1955	0.00	Basic Life	Basic EE Life Coverage	02/01/2004	12/31/9999	0610	Active
00000027	Gena	Hathaway	05/24/1959	0.00			00/00/0000	00/00/0000	0610	Active
00000028	Sarah	Triplett	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000029	Sara	Treat	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000030	Sandra	Thomas	01/01/1960	0.00			00/00/0000	00/00/0000	0610	Active
00000031	Linda	Moore	04/04/1962	0.00			00/00/0000	00/00/0000	0610	Active
00000032	Patricia	Scott	06/14/1925	0.00			00/00/0000	00/00/0000	0610	Withdrawn

Ad Hoc Report